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DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2015-023

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP (RND)
Human Resources Director

SUBJECT: Interview Schedule Requirement

DATE: July 21, 2015

Effectively immediately, hiring managers are required to submit an interview schedule to the Human Resources (HR) Division at least one (1) business day prior to conducting interviews for classified vacancies that have been announced through the LaCareers system. Interview schedules are to be emailed directly to Kayla Kirby (kkirby@crt.la.gov) and Roderick Crockett (rcrockett@crt.la.gov) and must include the names of the applicants selected for interviews and the associated dates/times for such interviews.

This measure is a necessary safeguard due to procedural changes by the Department of State Civil Service that now allow applicants to be placed on the eligible list based on their responses to certain qualification-related questions without having their application individually reviewed for verification.

Therefore, upon receipt of an interview schedule, the HR staff will individually review the applications for all prospective interviewees to verify that they meet the minimum qualifications required, as well as notify you of any documentation from the applicant that would be necessary if selected (such as a college transcript or DD-214 military service verification).

Failure to comply with this procedure may result in having to separate a new employee if it is determined after a job offer has been extended/accepted that the candidate did not, in fact, qualify. For this reason, your compliance is of utmost importance.

Please ensure that all hiring managers in your assigned agency/division are aware of this requirement.

c: Personnel Liaisons

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